



HELPING CAPTIVES

Organizational Background:

Helping Captives is a Christian anti-trafficking agency that partners with like-minded members of the community to fight for survivors of human trafficking. We work with our partners to help prevent trafficking before it starts through education and training, to intervene when trafficking occurs, and to help individuals heal from the impact of trafficking through our recovery services. Helping Captives empowers people to fight trafficking and help survivors in our community, giving survivors a safe place to heal and breathe.

SUMMARY OF POSITION

Job Title: Bookkeeper

Organization: Helping Captives Administration Office

Location: Spokane Valley, WA

Job Type: Part-time (16 to 20 hours per week)

Hiring Range: \$18 to \$24 per hour, depending on experience

Status: Non-exempt

Reports to: Director of Operations

Position Overview:

Reporting to the Operations Director, this 16 to 20 hour-per-week position operates within the hours of 10 AM and 3 PM Monday through Thursday. The Bookkeeper is responsible for managing organizational financial resources. Responsibilities include tracking donation and thrift store revenue and all organizational expenses by inputting and reconciling transactions into QuickBooks, paying bills, assisting the Office Administrator with helping with payroll, and overseeing other financial management activities as needed.

DUTIES & RESPONSIBILITIES

Key Result Area #1: Bookkeeping

- Maintain QuickBooks and other financial databases and spreadsheets, updating information as needed.
- Process the expenditures made on organizational credit cards.
- Collect receipts and pay bills on time.
- Reconcile bank statements and help with payroll.
- Other duties as assigned by the Director of Operations and Office Administrator.
- Prepare accounting records by compiling and analyzing account information.
- Reconcile the company's financial records to help ensure the accuracy of financial statements.
- Post financial transactions to accounts and prepare financial statements.
- Study financial trends to determine future business needs.
- Generate financial reports as needed by organizational leadership.



HELPING CAPTIVES

- Run payroll and payroll taxes.
- Complete sales tax filings, and other financial reports.
- File 1099's, process W9's.

SKILLS & QUALIFICATIONS

Desired Skills and Qualifications:

- Committed Christian, able and willing to model servant-leadership, and interested in being part of a ministry to people in need.
- Grounded in the Christian faith as a mature, active member of the body of Christ on a consistent, day-to-day basis.
- Strong interpersonal skills – professional while exercising compassion and discernment, modeling the teachings of Christ.
- Able and willing to honor the leadership, chain of command, standards, and ministry objectives of Helping Captives.
- Strong computer skills (Word, Excel, Outlook, Virtuous, QuickBooks); able to complete documents, build tables, email, maintain electronic calendars, and accurately record information.
- Excellent communication skills, including written, verbal, and instructional.
- Must have a teachable spirit who can listen and make sound decisions.
- Strong organizational skills with the ability to multitask and be self-motivated.
- Capable of maintaining focus in a busy environment.
- Quick learner with attention to detail and accuracy.
- Time management skills and scheduling capabilities.
- Flexible and able to problem-solve.
- Insightful, trustworthy, honest, reliable, model appropriate boundaries, and strong work ethic.
- Valid Driver's License.
- Background or experience with nonprofit financial management is a plus.
- Self-starter – you should be able to learn quickly and be resourceful in finding answers to questions or problems you are unfamiliar with.
- A high level of personal integrity and professionalism, including the ability to work with confidential information.
- The physical ability to lift to 30 lbs., as well as bending, stooping, and kneeling to move and organize items in the office and help with events.

Minimum Qualifications:

- 2 - 4 years of progressively responsible bookkeeping experience required.
- Proficiency in QuickBooks, Microsoft Word, Excel, and PowerPoint.
- Strong organizational skills and excellent interpersonal skills.
- Ability to manage multiple projects and complete them with little supervision.
- Highly organized and detail-oriented.
- Fantastic customer service.



HELPING CAPTIVES

- Is team-oriented and works collaboratively to achieve team goals.
- Thrives under pressure and in an environment of rapid change while maintaining a cheerful disposition.
- Must be able to pass a background check successfully.

REQUIREMENTS

Working Conditions and Physical Factors:

- Work is primarily indoors and requires sitting, standing, bending, reaching, and going from building to building.
- Requires a sustained emotional balance, patience, and tolerance for people and personal and management issues.
- The ability to move about all the facilities regularly.
- Requires the ability to hear, see, and speak clearly.

Equipment and Tools Used:

- Computers, fax machines, copiers, printers, and phones.
- Software: QuickBooks, MS Word, Excel, PowerPoint, Outlook, Google Chrome, Virtuuous.

Faith-based Nonprofit:

Helping Captives is a 501(c)3, charitable, non-profit, Christian organization. Helping Captives has an organizational religious exemption from the prohibitions contained in Title VII of the Civil Rights Act of 1964, as amended, concerning religious discrimination in employment. We reserve the right to discriminate or designate certain positions when a bona fide occupational qualification exists. Helping Captives' policy grants equal employment opportunities to all qualified individuals and does not engage in unlawful discrimination based on race, color, national origin, age, sex, or disability.

Our designated purpose is religious, and we are a Christ-centered ministry dedicated to sharing the Gospel of Jesus Christ. We seek to help prevent human trafficking and help survivors of trafficking through the love and power of the Gospel. We consider every position in the organization to be essential in the fulfillment of our ministry. As such, each employee must have a relationship with Jesus Christ as their personal Savior and Lord. All employees must be able and willing to share the Gospel, participate in all Helping Captives ministry activities, and adhere to the Helping Captives Employee Handbook.

Summary of Benefits

- Two weeks of Personal Time Off (PTO) per year.
- 6 Major holidays off per year.
- Employee discount at Helping Captives Thrift Store.